

Quick Reference Guide 4

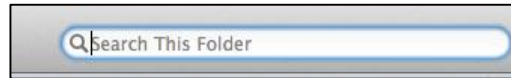
Outlook 2011 for Mac

Searching Outlook



Searching Outlook

1. In the upper right corner of the Outlook window, click into the **Search This Folder** box in the **Standard Toolbar**.



A **Search** tab displays.



2. Search folder options:
 - a. By default, Outlook searches in the selected **Folder**. Click **Subfolders** on the **Search** Ribbon to search within Subfolders.
 - b. Click **All Mail** to search all e-mail folders.
 - c. Click **All Items** to search appointments, contact cards, tasks etc. along with e-mail.


*To search for all unread e-mail, click **Unread** on the **Search** Ribbon.*

3. The search result will display.

Smart Folders (Search Folders)

1. **Smart Folders** are Outlook pre-defined searches accessible in the Navigation Pane. They are as follows:
 - a. **Flagged Mail**: filters by messages that have been flagged;
 - b. **High Priority Mail**: filters by messages marked high priority in the e-mail options; or
 - c. **Overdue Mail**: filters by messages that have expired based on information in the e-mail options;
2. To create a **Smart Folder** (saved search):
 - a. Build the search criterion and run the search.
 - b. Click **Search** tab | **Save**. A field displays under **Smart Folders**.
 - c. Enter the search name and click **OK**.


Advanced Search

1. In the upper right corner of the Outlook window, click into the **Search This Folder** box in the Standard Toolbar. The **Search** tab displays (shown above).
2. Click a scope button on the Search tab, such as **Subfolders**, **All Mail** or **All Items**.
3. Click  **Advanced**. The **Advanced Search** displays above the displayed folder.



4. Define your first criterion by clicking the **Contains drop-down arrow**, and then click a field to search within.
5. The contains operator will be used by default. Click the operator drop-down arrow to select from the list.

Note The available search criterion are specific to where you are within Outlook, such as Mail, Calendar, Contacts, Tasks, and Notes.

6. Click  the **Plus** sign to add a second criterion. Click the **Minus** sign to delete a criterion. The search results display automatically once a criterion is entered.
7. After reviewing the search results, click **Close** on the **Search** tab.



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